



## **Welcome!**

We are excited to welcome your family to Integral Academy! Integral Academy is a unique educational after-school tutoring program for students in grades Kindergarten to College. Our curriculum is specially designed to focus on conceptual understanding and problem solving. Each lesson at the academy builds carefully on the concepts introduced in previous lessons and preceding years. We do not teach to a test or rush through concepts. Instead, we emphasize development of logical and critical thinking over memorization. We offer three options: one-on-one tutoring, semi-private tutoring (2 students), and small group lessons (4 to 6 students). In our small group lessons, students are placed based on their skill level. During the school year, the classes meet twice a week for one hour long sessions. We highly recommend that your child attends every session, since consistency is the key in the learning process!

## **Our Programs**

### **Math Program**

#### *Placement Test Required.*

Our Singapore math curriculum is specially designed to focus on conceptual understanding and problem solving with a concrete-pictorial-abstract learning progression through real-world, hands-on experience. We use this program for students in grades K-5. Each lesson at the academy builds carefully on the concepts introduced in previous lessons and preceding years. We do not teach to a test or rush through concepts. Instead, we emphasize development of logical and critical thinking over memorization. Our math program ensure that all students are appropriately challenged, and motivated to successfully move to the next level of mathematics.

\*\*\*Students who are unable to keep up with the content and pace of our math program will be recommended for a private tutoring for more intensive and personalized instruction.

## **Reading Program**

### *Placement Test Required.*

Reading is essential for a child's success. All too often, the barriers faced by children with difficulty reading outweigh their desire to read and, without proper guidance, they never overcome them. Our reading program based on comprehension strategies and individualized approach that help students become purposeful and active readers. Our main focus (depending on the grade level):

- Phonemic awareness
- Phonics
- Vocabulary development
- Reading fluency, including oral reading skills
- Reading comprehension strategies

\*\*\*Students who are unable to keep up with the content and pace of our reading program will be recommended for a private tutoring for more intensive and personalized instruction.

## **One-on-One Tutoring**

At Integral Academy, we offer private tutoring in all subject areas. The goal of one-on-one tutoring is to provide more intensive and personalized instruction that will help the student to achieve the appropriate level of knowledge to be placed in our small classroom setting. Integral Academy have excellent, highly qualified tutors. If your teacher recommends extra one-on-one tutoring, please contact the office to schedule the sessions. Specific time is subject to tutor and room availability.

Integral Academy also provides tutoring in SAT, ACT, PERT, GED, TEAS and other college admission tests.

## Foreign Languages Program

At Integral Academy children as young as 5 years old begin learning a second language. We believe that exposing your child to a second language while young allows him or her to optimize his or her learning potential, helping to shape the brain at its most flexible stage. Learning a second language at a young age is cognitively as easy as learning a first language. Our language programs are designed for students of all ages, international learners and even local, native speakers who want to continue to improve their language skills.

## STEAM Program

Integral Academy is offering exciting, engaging, hands-on science, engineering & robotics experience! Our STEAM Program brings together young inventors, age 5 & up, that are curious on how things work and are willing to get messy to experiment, learn and have fun!

Integral Academy is offering STEAM camps/programs several times a year during Fall, Winter, Spring and Summer breaks, as well as some Saturdays. Please see our STEAM Program schedule for more information.

## Enrollment Process

- Students can be enrolled at any time through:  
<https://www.integralacademy.org>  
If you are signing up several children, please note that you **do not** need to submit several Integral Academy applications, instead add additional child to your family application.
- Once you register, you will receive an e-mail confirming your registration.
- You will receive a phone call from us within 24 hours to confirm and schedule your child's first lesson.
- Students starting mid-year should take a placement test so they can be placed in the most suitable class. If you haven't already, please contact our office to schedule your evaluation.

All students must pay a **non-refundable** registration fee of \$50 each year. There is \$25 registration fee for our summer programs.

## Policies and Practices

*At Integral Academy, our tutors work diligently to put together lessons plans and class materials for our students. For this reason, we like to know ahead of time when students won't be attending a class. Our group lessons are in high demand, therefore if your child is not consistent in attending the group lessons, we must offer your spot to another child who is waiting to get into our program. **Please refer to our policies below, as they have recently changed.***

**Group lessons:** All payments for group lessons are due the first week of each month! You can make a payment at the office with cash, check, credit card or pay online through your emailed invoice. If your child is unable to attend his/her lesson please let us know as soon as possible.

**\*\*Please note, no credit will be given for any missed group lessons as of August 12, 2019.**

**One-on-One tutoring & Semi-Private lessons: *Bi-weekly payment*** must be made two weeks in advance. Integral Academy requires that you place a valid credit card securely on file. We will charge the card after each session takes place. Please note, cancellations made with less than 24-hours' notice will result in a \$25 cancellation fee.

**\*\*\*Please note that non-emergency related events such as athletic practices and dinners, "lot of schoolwork", etc., are not acceptable excuses for canceling a session within 24 hours, therefore no credit will be given.**

**\*No call/no show and last minute cancellations will be charged in full.**



## **The First Day**

- Before classes start for the year, you will receive a welcome email and a phone call with instructions from Integral Academy.
- Ensure your child comes prepared for class with a folder of any color and a notebook (graph paper notebook for math).
- Please come to Integral Academy a few minutes before your class and accompany your children to the reception area where you will be greeted by our staff. If you are new to Integral Academy, our staff will direct your child to their classroom.
- After class, please pick-up your child **on time**. No students will be allowed to leave the office without a parent/guardian.

## **Food and Allergies**

- Please make sure your child has a bottle of water for the duration of class.
- Please make sure that your children are not hungry when they come to class. Hungry children are tired children. Tired children have trouble focusing and learning. This is especially important for evening classes.
- Due to allergies, we ask your children to not share food. Please talk to your children about the importance of this rule.
- Please make sure the office is aware of any allergies that your child may have. If you did not indicate the allergies or any other health conditions on your application, let us know as soon as possible by contacting the administration office.

## **Parking, Drop-Off and Pick-Up**

- Please do not park in front of the main entrance.
- Please drive slowly.
- Never allow your children to walk in the parking lot unattended.
- Do not leave your child unattended during drop off. Wait with them in the lobby until the teacher picks them up for the class. We cannot be responsible for the safety of your child if they are left unattended.

- Please come inside the school to pick up your children after class. Your children will not be allowed to leave the school unattended. This rule universally applies to all children regardless of their age.
- Please do not be late for dismissal time.
- If your child is part of a carpool, please email our office and your teacher to let us know who is authorized to pick up the child.

## **Homework**

- Your child will be given a homework assignment every class with a possible exception of the days of major holidays and vacations.
- If you have specific questions on the homework assignment received by your child, please contact your child's teacher.

## **Communication from Integral Academy to You**

- Our main means of communication for all essential messages is email. It is critical that we have up-to-date email addresses in our records. Please notify us immediately of any changes.
- Please make sure that we have at least one emergency phone number on file for your child.

## **Withdrawal and Cancellation Policy**

- **Please get in touch with us early if you have concerns about your child's progress or are in any way dissatisfied with the program.** We are committed to making sure every child has a great experience at Integral Academy. Sometimes we may need to work together to find the right class/teacher options for your child.
- Students may withdraw from our program at any time. We would appreciate to receive a cancellation notice at least two weeks in advance.

## Frequently Asked Questions:

***Q: How old must my child be to enroll?***

**A:** A child needs to be 5 years old to attend Kindergarten class at Integral Academy. Some exceptions can apply.

***Q: Is your curriculum the same as our child's regular school curriculum?***

**A:** Integral Academy has adopted an innovative and unique mathematics and reading curriculums based on leading research on child development. Our curriculum covers all the topics offered in public and private schools and it meets or exceeds the SAT 10, FSA, EOC, PERT & SAT/ACT test requirements.

***Q: What if the class is too difficult for my child?***

**A:** Students who are unable to keep up with the content and pace of our program will be recommended for a private tutoring for more intensive and personalized instruction.

***Q: The current class is too easy for my child. Can he/she just transfer to the next grade?***

**A:** Yes. The transfer can be done if the space in the other class is available, but only with the current teacher's recommendation and after an evaluation.

***Q: Can we start attending Integral Academy at any time during the year? What is the cut-off date?***

**A:** We have rolling admission. You can start beginner level classes at any time; there is no cut-off date. In some cases, several weeks of additional one-on-one paid tutoring may be required to get up to speed.

***Q: None of the classes you currently offer work for our schedule, but we still want to start at Integral Academy this year. Can we have tutoring instead of classes?***

**A:** Since we believe in small group education, we will try our best to find the class that will work for you in the future, even if your child cannot attend a class right now. We will offer paid tutoring as a temporary solution to help your child join a class in the future.

***Q: My child is going to take the SAT this year. Do you have a short SAT prep course?***

**A:** Yes, we have an intensive SAT boot camps several times during the school year and summer. Please check our schedule online or ask at the front desk.

***Q: We carpool with neighbors; could you place both children in the same class?***

**A:** We try to accommodate with all scheduling needs, but our first priority is on the proper placement of each child. In our experience, the right classroom is crucial to each child's development.